



TOWN OF LAKE PARK

SPECIAL EVENT VENDOR/EXHIBITOR¹

APPLICATION AND RELEASE FORM

(Must be submitted by _____, 20 _____ with payment)

EVENT NAME _____

(PLEASE NOTE THAT ALL VENDORS OR EXHIBITORS ARE SELECTED ON A FIRST COME, FIRST SERVED BASIS)

LOCATION _____ EVENT DATE _____

TIME OF EVENT: _____

SPACE SIZE: (10'x10') _____ COST \$ _____ X NO. OF SPACES REQ. _____ COST

(plus tax) _____

NAME OF VENDOR/EXHIBITOR LIABILITY INSURANCE _____ ON FILE - YES ___ / NO ___

GAME, RIDE OR PRODUCT LIC. _____ BUSINESS TAX RECEIPT NO. _____

VENDOR/EXHIBITOR NAME _____

BUSINESS NAME (if different) _____

PRIMARY ADDRESS: _____

STREET _____ CITY _____ STATE/ZIP _____

TELEPHONE _____ CELL PHONE (REQUIRED) _____ EMAIL _____

EMERGENCY CONTACT NAME (PHONE/RELATIONSHIP) _____

How did you first learn of this event? _____

What other events have you participated in? _____

WILL ANY PRODUCTS BE SOLD AT THIS EVENT? YES ___ NO ___

¹ For the purposes of this Special Event Vendor Application and Release Form, a vendor shall be defined as any person or company offering goods, including food or beverages, or services for sale. An exhibitor shall be defined as any person or company showing goods or items that are not for sale.

LIST OF PRODUCTS TO BE SOLD² (Description of art or food items). First time vendors must include a photo sample of their works and booth space. Food vendors must submit a menu of items to be served along with this completed application form. No items are to be retail re-sales, only original creations, hand crafted or embellished by the vendor.

If products are not to be sold and only exhibited, please provide a listing of such items and how they will be exhibited:

No food, beverage or item of any kind may be sold unless listed on this Special Event Vendor Application and Release Form and agreed upon with the event organizer. The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever. First time vendors must include a photo of their works and space.

VENDOR SPACE REQUIREMENTS: Each vendor is asked to use a tent for a 10 x 10 space keeping the vent visually uniform in set-up.

CONFIRM TENT: [] Yes [] No. POWER NEEDED: [] Yes [] No [] Generator

WAIVER AND RELEASE

Vendor recognizes there are inherent risks in all special events and/or programs and agrees to assume the full risk of any injuries, damages or loss regardless of severity that it may sustain as a result of participating in any and all activities connected with or associated with such special events/program(s). Vendor agrees to waive and relinquish all claims it may have as a result of participating in the special event/program, against the Town of Lake Park (or Town of Lake Park CRA), it's elected and appointed officials, employees, volunteers, consultants, and agents. Vendor does hereby fully release and discharge the Town (or Town of Lake Park CRA) and their officers, agents, servants and employees from any and all claims from injuries, damages or loss which I may have or accrue to arising out of, connected with, or in any way associated with the activities. Vendor acknowledges full responsibility for its products and activities at the event and for those actions of persons assisting them. Vendor agrees to defend, hold harmless and indemnify the Town of Lake Park, and the event organizers from any lawsuits, claims and/or other actions which arise from Vendor's product or conduct. ALL VENDORS MUST REFRAIN FROM SMOKING. GLOVES MUST BE WORK WHILE HANDLING FOOD.

In the event of any emergency, Vendor authorizes Town officials to secure from any licensed hospital, physician and /or medical personnel any treatment deemed necessary for my immediate care and agree that Vendor will be responsible for payment of any and all medical services rendered. Online and fax waiver signatures received for special events/program applications forms are considered as good as an original document for legal purposes. Vendor hereby acknowledges that it has read and fully understands the above program details, waiver and release of all claims and permission to secure treatment and execute this waiver and with all releases voluntarily.

² Listing of items is required to ensure that no more than one vendor is selling the same or similar items including food or beverages.

SET-UP AND BREAKDOWN

Set-up will be for three (3) hours prior to start time on the day of the special event/program. Vendors are not permitted to breakdown until the special event/program ends, unless otherwise permitted by the authorized employee of The Town of Lake Park. All tables, chairs, tents, extension cords, etc. are to be furnished by the vendor. Electricity or water may be provided at some sites by advanced arrangement, but must be requested \ by _____, 20 _____. Town Code governs all set up, layout and installations and is strictly enforced. **Vendors must be ready and operational for this event from the start time to the ending time of this event.**

By completing and submitting this Special Event Vendor Release Application and Release Form, Vendor agrees as follows:

- Vendor agrees to provide to the Town current certificates of insurance (i.e. issued not more than 30 days prior to the date of the event) naming the Town of Lake Park (and the Lake Park CRA if the event is taking place in the CRA area) as certificate holders and additional insured(s) with respect to commercial general liability [for vendors serving liquor, with liquor liability insurance usual to the insured's operations]). The required limits are \$1 million per occurrence and \$2 million aggregate. If liquor is sold at the event, the certificate of insurance must also provide \$1 million in liquor legal liability insurance.
- **A Certificate of Liability Insurance is required for all food vendors only. Date of issuance must be current within 30 days of the date of the event, and the Town of Lake Park must be named as the certificate holder and additional insured with respect to commercial general liability (for vendors serving liquor, with liquor liability usual to the insured's operations) and with limits of \$1 million per occurrence and \$2 million aggregate.**
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendor agrees not to sell or display any items with obscene language and/or with any image that might be considered pornographic.
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- Vendor is responsible for having all applicable business tax certificates and any applicable licenses appropriated posted at its space during the event, and to collect any applicable sales tax for product sales.
- Vendor acknowledges full responsibility for its product and activities at the event and for those actions of any individuals assisting the Vendor.
- Vendor agrees to refrain from smoking while handling food items and agrees to wear gloves at all times while handling food items.
- Vendor agrees to keep all supplies and equipment within the assigned space. All space sites must be cleaned up by the Vendor by removing all trash and personal items. Failure to do so may result in the Vendor not being invited back in the future.

EVENT CANCELLATION DUE TO INCLEMENT WEATHER:

The Town of Lake Park will contact the vendor by cell phone to notify it of event cancellation by noon on the date of the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.

VENDOR CANCELLATION

If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A "no-show" vendor will result in exclusion of that vendor from participation in future events.

COMPLETED APPLICATION (Food and consumables vendors must attach menu or product list)

Any dollars due (including tax) are payable to: **Town of Lake Park**, 535 Park Avenue, Lake Park, FL 33403. Payments should be received in the Town Finance Department office by _____, 20 _____. Money orders, cashier's check or personal checks for payments are only accepted within two (2) weeks of the date of the event. An additional minimum charge of \$30.00 shall be assessed against the vendor for any NSF or returned check.

Please mail, fax, email or deliver this completed Special Event Vendor Application and Release Form and Certificate of Liability Insurance and supporting documentation to:

**Special Events Department
Town of Lake Park, 535 Park Avenue, Lake Park, FL 33403
Email Address: rfranks@lakeparkflorida.gov**

All payments and supporting documentation must be received before this application will be processed. Checks must be made payable to the “Town of Lake Park.” Debit and credit card payments accepted.in person only in the Town’s Finance Department. Call 561-840-0160 extension 360 for additional event information and questions, or please visit the Special Events Department page of the Town website at: www.lakeparkflorida.gov

Vendor/Exhibitor Signature: _____

Printed Name: _____

Date: _____